

Developmental Services Case Manager

**STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES WEST REGION
P.O. Box 872
Southbury, CT 06488**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE

State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on Re-employment or SEBAC lists must be given first consideration.

OPEN TO: Public

POSITION: Developmental Services Case Manager

POSITION #: 099319

LOCATION: LFC - Norwalk

SALARY: \$2,133.95/bi-weekly

SCHEDULE: Monday – Friday 8:30am – 4:30pm; RDO's Saturday, Sunday. Must be flexible in hours to meet client and agency needs.

HOURS PER PAY PERIOD: Full Time – 70 hours/bi-weekly

POSTING DATE: November 4, 2011

CLOSING DATE: November 15, 2011

ELIGIBILITY REQUIREMENTS: Candidates must have applied for and passed the **Developmental Services Case Manager** exam and be on the current certification list promulgated by the Department of Administrative Services. DDS employees currently holding the above title or those who have previously attained permanent status in this class may apply for lateral transfer. Those candidates appearing on Re-Employment or SEBAC lists must be given first consideration. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

EXAMPLES OF DUTIES: Duties consistent with the DDS Case Manager job classification. Caseload will consist of individuals residing in Community Living Arrangements (CLA's) and their own Homes, receiving Individual Home Supports. Responsible for ensuring that a Person Support Team assembles to complete an Individual Plan on all individuals served on this caseload. Also responsible to ensure that all necessary documentation is maintained according to DDS and CMS regulations. This includes maintenance of Home and Community Based Waiver documentation, Individual Plan, semi-annuals reviews, all appropriate assessments, Targeted Case Management, Implementation of Quality Service Reviews and follow up, including Development of Plans of Correction in response to Quality Assurance reviews. Informing individuals of DDS policies/procedures and appeal processes, and choice of service options and support providers. Coordination and completion of the Level of Need for resource allocation and identifying health and safety risks. Liaison with the region's Planning and Resource Allocation Team, perform guardianship assessments, disseminate and monitor benefit information. Interface with private and public agencies. Responsible for communication between provider agencies and guardian/parents of the individuals being served. Individuals on this caseload will be residing in either licensed CLA's, or receiving ISH waiver services. Performs other related duties.

EXPERIENCE AND TRAINING

General Experience: Six (6) years of experience in working with individuals with developmental disabilities involving participation in an interdisciplinary team process and the development, review and implementation of elements in a client's plan of service.

Special Experience: Two (2) years of the General Experience must have involved responsibility for developing; implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education or rehabilitation

Special Requirements: Candidates must possess good oral and written communication skills needed to communicate effectively with families and professionals. Valid Connecticut driver's license, travel required. Must be QMRP qualified

TO APPLY: Please send a resume and CT-HR-12 including the position number and provide a copy of your most recent performance appraisal or two letters of reference **by 11:59pm on the closing date indicated above**. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

Send Applications to:
Department of Developmental Services - West Region
55 West Main Street, 4th Floor, Waterbury, CT 06702
Attention: Yolette Tappin
Fax: 203-574-8857
E-mail: yolette.tappin@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.